

CIA INTERNAL USE ONLY

6 DEC 1962

MEMORANDUM FOR THE RECORD

SUBJECT: Handling of Congressional Correspondence

1. The purpose of this memorandum is to reduce to writing the procedures agreed to by the Legislative Counsel, Executive Director and Executive Assistants to the Director and Deputy Director, for the prompt handling of Congressional correspondence. The procedures are as follows:

Correspondence Addressed to the Director or Deputy Director of Central Intelligence by Name or Title

a. All Congressional correspondence addressed to the Director or Deputy Director by name and/or title shall be forwarded directly to the Executive Assistant concerned who will bring the correspondence to the attention of the Director or Deputy Director, as appropriate.

b. Such correspondence will be forwarded to the Legislative Counsel with a notation as to whether the Director or Deputy Director desires to have the reply prepared for his signature. If the assistance of other Agency offices is required in the preparation of the reply, this will be accomplished by the Legislative Counsel.

c. The proposed reply will be forwarded by the Legislative Counsel to the Director or Deputy Director with such recommendation as is appropriate, unless the Director or Deputy Director does not wish to have the reply prepared for his signature. In this case, the reply will be signed by the Legislative Counsel.

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Other Congressional Correspondence

a. Congressional correspondence not addressed to the Director or Deputy Director will be sent directly to the Legislative Counsel who will prepare an appropriate response, obtaining the assistance of other offices where necessary.

b. Responses to such correspondence normally will be prepared for the signature of the Legislative Counsel.

c. If, in the judgement of the Legislative Counsel, the correspondence should be brought to the attention of the Director or Deputy Director or should be signed by him, the proposed reply will be brought to his attention together with appropriate recommendations.



JOHN S. WARNER
Legislative Counsel

Distribution:


Original - Leg. Counsel subject ✓

1 - Mr. Elder

1 - Mr. Knoche

1 - 

1 - Ex/Dir

1 - ER - 

1 - Leg. Counsel chrono

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SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM		
UNCLASSIFIED	CONFIDENTIAL	SECRET

CENTRAL INTELLIGENCE AGENCY
OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1	cc: Executive Director		
	Mr. Elder		
2	Mr. Knoche		
3			
4			
5			
6			

<input type="checkbox"/> ACTION	<input type="checkbox"/> DIRECT REPLY	<input type="checkbox"/> PREPARE REPLY
<input type="checkbox"/> APPROVAL	<input type="checkbox"/> DISPATCH	<input type="checkbox"/> RECOMMENDATION
<input type="checkbox"/> COMMENT	<input type="checkbox"/> FILE	<input type="checkbox"/> RETURN
<input type="checkbox"/> CONCURRENCE	<input type="checkbox"/> INFORMATION	<input type="checkbox"/> SIGNATURE

Remarks:

[redacted] wrote down his understanding of the handling of congressional correspondence. I am sending this forward mainly to confirm that our understanding is correct. As I have indicated to Hank Knoche, this system would not seem to serve fully the Agency's interests and I mentioned the example of the recent letter from Senator Ervin.

[redacted]

SIGNED
John S. Warner

FOLD HERE TO RETURN TO SENDER	
FROM: NAME, ADDRESS AND PHONE NO.	DATE
OGC/LC - 7 D07	6 Dec 62
UNCLASSIFIED	CONFIDENTIAL
SECRET	

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
UNCLASSIFIED		CONFIDENTIAL	SECRET
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1	[Redacted]		
2	7 E 12		
3	EX DIR	15 DEC 1962	
4			
5			
6			
ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		INFORMATION	SIGNATURE
Remarks:			
<p>[Redacted] wrote down his understanding of the handling of congressional correspondence. I am sending this forward mainly to confirm that our understanding is correct. As I have indicated to Hank Knoche, this system would not seem to serve fully the Agency's interests and I mentioned the example of the recent letter from Senator Ervin.</p> <p>[Redacted]</p> <p>John S. Warner</p>			
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OGC/LC - 7 D07			6 Dec 62
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SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM					
UNCLASSIFIED		CONFIDENTIAL		SECRET	
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP					
TO	NAME AND ADDRESS	DATE	INITIALS		
1	EA/DDCI	15 XII	[Signature]		
2	EA/DCI		[Signature]		
3	Executive Registry	19 Dec	CB		
4	Legislative Counsel				
5					
6					
ACTION		DIRECT REPLY		PREPARE REPLY	
APPROVAL		DISPATCH		RECOMMENDATION	
COMMENT		FILE		RETURN	
CONCURRENCE		INFORMATION		SIGNATURE	
Remarks: This is satisfactory. It is understood that responsibility for follow up, etc., rests completely with the Legislative Counsel. Plus, a carbon of all Congressional correspondence will be sent to Executive Registry to be included in the daily correspondence journal. L.B.K. LBK					
FOLD HERE TO RETURN TO SENDER					
FROM: NAME, ADDRESS AND PHONE NO.				DATE	
Executive Director				15 Dec 62	

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